

CONSULTANT TRAVEL ACCOUNTING

TRAVELER NAME: _____

I. Travel authorized for the period:

_____ to _____

II. Travel Itinerary:

Date: _____ Lv. _____ Time: _____

Date: _____ Ar. _____ Time: _____

Date: _____ Lv. _____ Time: _____

Date: _____ Ar. _____ Time: _____

List additional arrival and departure times on a separate sheet if required.

III. Transportation Costs (Excluding Taxes). (Airfare or POV Only):

1. Fr: _____ To: _____ Amount: _____

2. Fr: _____ To: _____ Amount: _____

3. Fr: _____ To: _____ Amount: _____

IV. Actual subsistence (per diem):

(Up to \$50.00 a day per diem authorized in Washington, D.C. Meals and lodging must be listed and hotel receipts provided).

NOTE: Traveler staying with friends or relatives receives a flat \$12.00 a day for food and no lodging.

Date: _____

(Finance Office Use Only)
Allowed: _____

Breakfast: _____

Lunch : _____

Dinner : _____

Hotel : _____

TOTAL : _____

Date: _____

Allowed: _____

Breakfast: _____

Lunch : _____

Dinner : _____

Hotel : _____

TOTAL : _____

Date: _____

Allowed: _____

Breakfast: _____

Lunch : _____

Dinner : _____

Hotel : _____

TOTAL : _____

TOTAL PER DIEM : _____

Attach additional sheet with same format for trips exceeding (3) three days.

V. Local Transportation Costs:

(Taxi, Bus or Subcompact Car Rental (Single Traveler) or compact car rental (two or more travelers). Your own car (POV) between home and airport may be claimed at 20¢ a mile.

Fr: _____ To: _____ Amount: _____

Fr: _____ To: _____ Amount: _____

Fr: _____ To: _____ Amount: _____

Fr: _____ To: _____ Amount: _____

POV: Fr: _____ To: _____

Mileage: _____ at 20¢ _____ = _____

VI. Summary:

Air Transportation Costs: \$ _____

Taxi/Bus Costs : \$ _____

Per. Diem : \$ _____

TOTAL CLAIM : \$ _____

VII. I certify that the disbursements listed above were necessarily made by me and that I have not been nor will I be reimbursed therefore from any other source and that this claim and attachments are true and correct.

Signature of Traveler

Attach all receipt for airline tickets, hotel bills and car rentals. Your accounting cannot be processed without receipts which support your expenditures over \$15.00. No insurance claim for car rentals will be allowed. Travel claims that include rental vehicle claims must contain the traveler's certification as to the mileage of any personal use of the rental vehicle or certification that no personal use was made of the rental vehicle. Reimbursement for rental of vehicles for official use will be reduced for personal use mileage at the cost per mile in the rental contract or, if no cost per mile is cited, at 20¢ a mile.

PAYMENT INSTRUCTION:

List address to which a U.S. Treasury Check for above claim can be mailed.